



भारत सरकार GOVERNMENT OF INDIA
 वित्त मंत्रालय MINISTRY OF FINANCE
 राजस्व विभाग DEPARTMENT OF REVENUE
 केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
 CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
 सीमा शुल्क आयुक्त का कार्यालय
 OFFICE OF THE COMMISSIONER OF CUSTOMS
 सीमा शुल्क गृह, विल्लिंगडन आईलैंड, कोचिन
 CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Website: www.cochincustoms.gov.in
 E-mail: cochincustoms@nic.in

Control Room: 0484-2666422
 Fax: 0484-2668468

प्रशासनिक परिपत्र संख्या Administrative Circular No. 17/2023

Sub: Implementation of e-HRMS 2.0 in CBIC and its subordinate offices –reg

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As per the instructions received from DGHRD, New Delhi, all Officers/Staffs are requested to add/update their details in the e-Human Resource Management System (e-HRMS) v 2.0 Portal [<https://e-hrms.gov.in>] and complete their profile to 100% to use the full functionality of the portal.

The steps to be followed as employees guide to use the e-HRMS v2.0 portal is enclosed.

सहायक आयुक्त [प्रशासन]
Assistant Commissioner [Admin]

संलग्न Encl: यथोपरि As above
 प्रतिलिपि Copy to:

सभी अधिकारी/ सभी अनुभाग/ सूचना पट्ट/ इ डी आई(वेबसाईट में अपलोड करने हेतु)
 All Officers/ All Sections/ Notice Boards/ EDI (for uploading in website)

EMPLOYEES GUIDE TO USE THE E-HRMS V2.0 PORTAL

In eHRMSv2.0, it is essential for employees to diligently complete their profiles, ensuring that all sections are filled to 100% accuracy. This includes providing details under the following categories: personal information, service history, address, professional experience, training, qualifications, and any awards or publications. These details should be aligned with the information recorded in your Service Book.

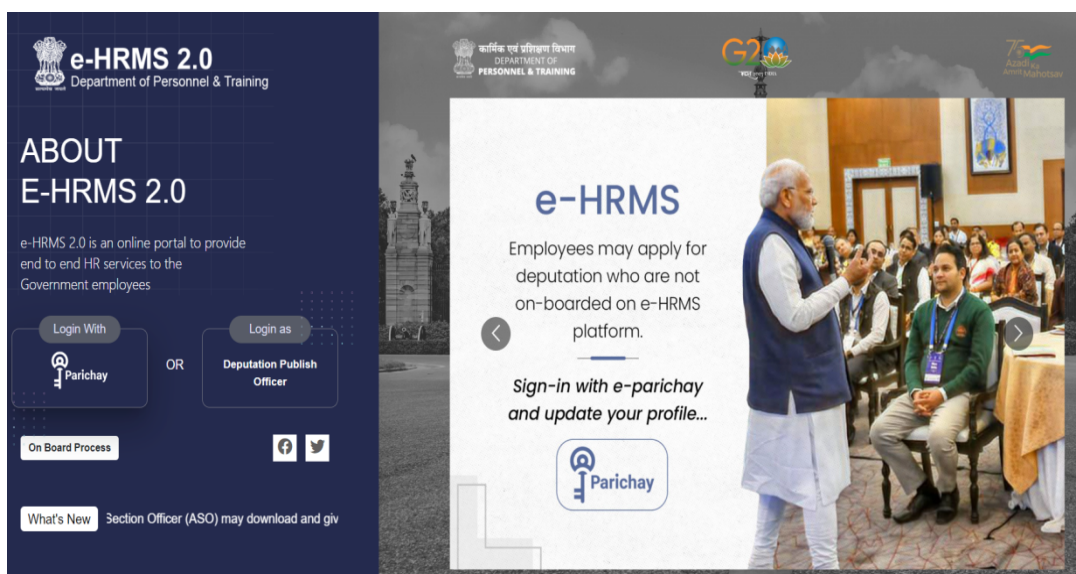
After inputting the required data, it's imperative to click on the "Submit" button for the final submission of your profile. However, there's also an option to temporarily save your progress by clicking on the 'Save as Draft' tab. This feature allows the Nodal Officer to review and validate your profile details before marking them as "Approved."

In the event that you need to make further updates or corrections to your profile, it is essential to engage with your designated Nodal Officer. They are the key point of contact for profile modifications and can assist you in ensuring that your eHRMSv2.0 profile accurately reflects your professional information. Effective communication with the Nodal Officer is crucial for maintaining an up-to-date and accurate employee profile in the system.

To ensure a comprehensive profile, follow these steps:

****Logging into the e-HRMS v2.0 Portal****

1. Visit the e-HRMS v2.0 portal by navigating to [<https://e-hrms.gov.in/>].
2. On the portal's homepage, locate and click on the 'e-Parichay' icon to log in.
3. Access your profile by using your gov/nic email ID and your associated password.





Profile Completion Process

1. Click on 'My Profile' tab access your profile.
2. To finalize your profile, navigate through each tab ('Personal Information', 'Service Details', 'Address', 'Experience', 'Training', 'Qualifications' and 'Awards/Publications') and thoroughly complete your profile by furnishing all the required details. Ensure all details are correctly filled and aligns with your Service Book.
3. Use the 'Save as Draft' option on each tab to temporarily save the entered information.
4. Finally, click the "Submit" button for final submission after completing all the tabs, as indicated below.

Application ID	Application Name	Date	Status	Action
PROF-10367564395	Profile	24.07.2023	Approved	Action
PROF-10367582583	Profile	10.07.2023	Approved	Action

Showing 1 to 2 of 2 entries

e-HRMS 2.0
Department of Personnel & Training

Dashboard

As an Employee

Apply

Submit

Circulars/OMs/Orders

LATA, Employee Code: 28061989lata01
Central Board of Indirect Taxes and Customs (CBIC), Nodal Officer- VINOD KUMAR
RANA

My Profile
My Calendar
Sign Out

Leave
Training Opportunities
APAR
Deputation Opportunities

Track your Applications
Vigilance Status
Circulars/OMs/Orders
Raise Ticket

Track your Applications

Select Application Name

Show 10 entries

Application ID	Application Name	Date	Status	Action
PROF-10367564395	Profile	24.07.2023	Approved	Action
PROF-10367582583	Profile	10.07.2023	Approved	Action

Showing 1 to 2 of 2 entries

Previous 1 Next

e-HRMS 2.0
Department of Personnel & Training

Dashboard

Apply

Submit

Circulars/OMs/Orders

Personal Details

Service Details

Address

Experience

Training

Qualifications

Awards/Publication

Print

Salutation: Smt
First Name: LATA
Middle (Optional):
Last Name:

Date of Birth: 28-06-1989
Gender: Female
Category: SC

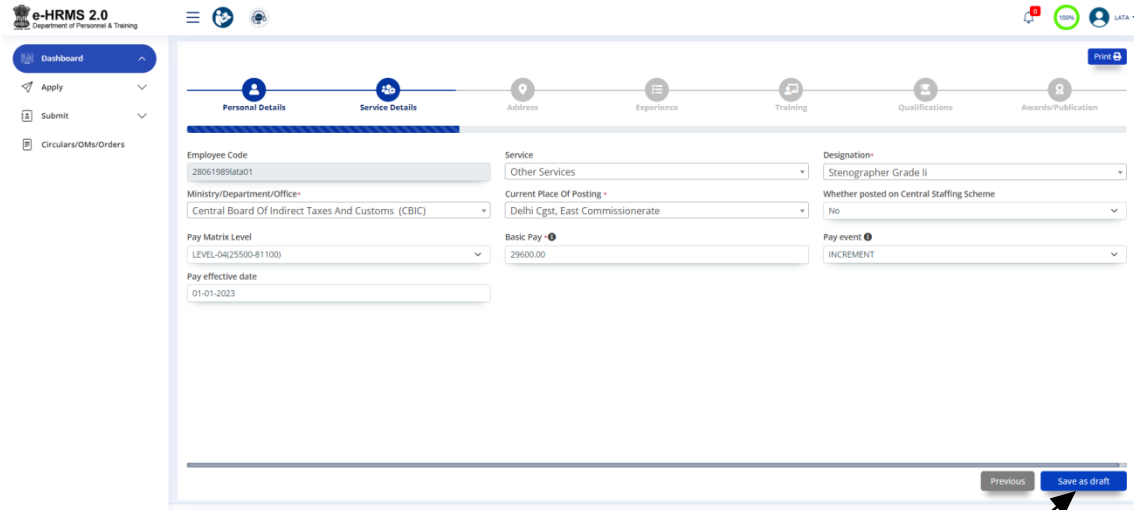
Father Name: NARENDER KUMAR
Mother Name: PREMWATI
Marital Status: MARRIED

Name of Spouse: VIJAY KUMAR
Birth State: Delhi
Birth District: WEST DELHI

State of Permanent Residence: Delhi
Differently Abled: No
PAN No: AEAPL494E

Identification Mark: ?
Blood Group:
Mother Tongue:

Save as draft



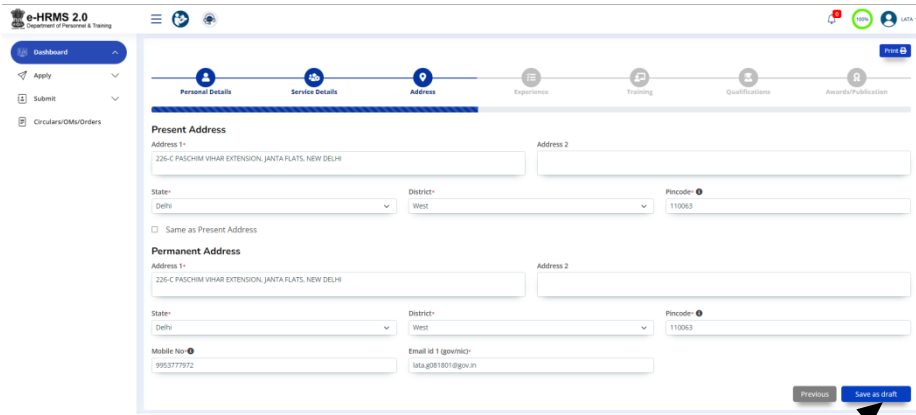
e-HRMS 2.0
Department of Personnel & Training

Dashboard | Apply | Submit | Circulars/OMs/Orders

Service Details

Employee Code 28061981ata01	Service Other Services	Designation Stenographer Grade II
Ministry/Department/Office Central Board Of Indirect Taxes And Customs (CBIC)	Current Place Of Posting Delhi Cgst, East Commissionerate	Whether posted on Central Staffing Scheme No
Pay Matrix Level LEVEL-04(25500-81100)	Basic Pay 29600.00	Pay event INCREMENT
Pay effective date 01-01-2023		

Previous Save as draft



e-HRMS 2.0
Department of Personnel & Training

Dashboard | Apply | Submit | Circulars/OMs/Orders

Address

Present Address

Address 1*
226-C PASCHIM WHAR EXTENSION, JANTA FLATS, NEW DELHI

Address 2

State*
Delhi

District*
West

Pincode*
110063

Same as Present Address

Permanent Address

Address 1*
226-C PASCHIM WHAR EXTENSION, JANTA FLATS, NEW DELHI

Address 2

State*
Delhi

District*
West

Pincode*
110063

Mobile No*
9953777972

Email id 1 (govt/mtg)*
lata.g081801@gov.in

Previous Save as draft



e-HRMS 2.0
Department of Personnel & Training

Dashboard | Apply | Submit | Circulars/OMs/Orders

Experience

Designation	Ministry	Department/Office	Posting Type	Location	From Date	To Date	Action
+	+	+	+	+	+	+	+

Previous Save as draft

****Submitting Your Profile****

1. After completing all tabs, click the final 'Submit' button.
2. Your employee dashboard will display a message similar to the following: "Profile is under process for approval from the Nodal Officer, and your application number is - PROFXXXX...."

****Raising an Issue****

Employees have the ability to raise technical issues through this portal. If you encounter any technical problems, take these steps:

1. Utilize the 'Raise Issue' feature.

2. After raising an issue, make note of the assigned issue number for reference.

****Additional Features****

Within the eHRMS2.0 portal, employees have access to various features and functionalities tied to their profile, including:

- Employee self-service portal for accessing personal information
- Leave management and approval system
- Digital service book maintenance
- Online training and development programs
- Performance appraisal and feedback mechanisms
- Dashboards and reports for HR analytics
- Reimbursements (Telephone, Newspaper, Child Education Allowance)
- Loan/Advances/Claims (LTC, GPF, Computer, HBA)
- View Real time Status (Vigilance, APAR, IPR)
- Transfer/Postings including Mutual Transfer
- Rotation Transfer
- Deputation/Tour
- Promotion (Post Based Reservation Roster (PBRR), Select/Seniority List, Vacancy Report, Eligibility Report, Zone of Consideration)
- Departmental Promotion Committee (DPC) (Agenda, Composition, Minutes, Promotion orders)
- Resignation/ Technical Resignation/ Voluntary Retirement Scheme
- Intimation of acquiring Property
- Seek Permission for Private Foreign Visit
- Grievance Redressal
- Integration with i-GOT, SPARROW, PFMS, Probity Portal

These features are available through the portal to streamline and manage various HR-related tasks efficiently.

The screenshot displays the e-HRMS 2.0 web application interface. On the left, a navigation menu is visible with the following items: Dashboard, Apply (highlighted with a white box and an arrow), Leave (highlighted with a white box and an arrow), Tour, Advance/Loan/Claim, Reimbursements, Transfer/Posting, Private Foreign Visit, Resignation/ Technical Resignation, Voluntary Retirement, Membership Card, Submit, Circulars/OMs/Orders, and Raise Issue (highlighted with a white box and an arrow). The main content area features a warning banner: "Leave balance may differ. Please contact Nodal Officer to update the same". Below this are five leave balance cards: Casual Leave (0/8, Balance 8, In-Progress 0), Restricted Holiday (0/2, Balance 2, In-Progress 0), Earned Leave (0/15, Balance 15, In-Progress 0), Half Pay Leave (0/10, Balance 10, In-Progress 0), and Child Care Leave (0/730, Balance 730, In-Progress 0). A "Leave Summary" section includes a date range selector (2023-06-13 - 2023-08-13) and a "Leave Type" dropdown. Below this is a table with columns: #, Leave Type, Leave Application No., Leave Date, Leave Status, Updated By, and Action. The table is currently empty, displaying "No data available in table". The footer contains a note: "Note: Declaration given by you on date 07/07/2023" and a copyright notice: "© Copyright 2022 Department of Personnel and Training. All Right reserved." The Windows taskbar at the bottom shows the system date and time as 14:56 on 13-07-2023.